

Chippewa Valley Correctional Treatment Facility Annual Report



Fiscal Year 2017

July 1, 2016 to June 30, 2017

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MESSAGE FROM THE WARDEN

Each year the preparation of the annual report provides an opportunity to reflect on accomplishments throughout the past year. Chippewa Valley Correctional Treatment Facility (CVCTF) continues to add training and programs to support and expand our evidence based practices. We have added domestic violence, advanced social skills, and started a behavior modification pilot program to name a few.

CVCTF continues its strong commitment to helping the surrounding communities. This year we donated to Feed My People, held a school supply drive, bought holiday gifts for families in need and supported several Special Olympics fundraising events throughout the year. CVCTF inmates have also supported the local community with donations and community service at thirteen different work sites.

Work within and around the facility continues. The maintenance department has been overseeing an elevator project. The institution garden was expanded and now covers approximately ½ acre. Some of the inmates were involved in starting the plants from seed early in the season, which provided opportunities to learn about gardening and helped to reduce costs. The garden produced over 8000 pounds of vegetables that were used for meal preparation by food service.

As the warden of Chippewa Valley Correctional Treatment Facility, I would like to express my appreciation to all staff for their knowledge and commitment to both the DOC Mission Statement and the CVCTF Purpose Statement.

DOC MISSION STATEMENT

Protect the public, our staff and those in our charge.

Provide opportunities for positive change and success.

Promote, inform and educate others about our programs and successes.

Partner and collaborate with community service providers and other criminal justice entities.

CVCTF PURPOSE STATEMENT

Chippewa Valley Correctional Treatment Facility is dedicated to the development, implementation, and subsequent modification of a treatment program that will effectively and efficiently address the needs of offenders in the area of substance abuse and related issues, preparing them for reintegration to their respective communities.



FAST FACTS

Date Facility Opened:	April 2004
Security Level:	Minimum
Operating Capacity:	450
Current Population:	495
Staff:	165
Inmate to Staff Ratio:	3
Number of Acres:	48
Operating Budget:	\$14,596,319



Amount Collected for Inmate Obligations	
Victim/Witness	\$24,529.66
DNA	\$26,098.88
Child Support	\$15,562.33
Court Ordered Obligations	\$27,144.88
Medical Co-Payments	\$7,884.19
Institution Restitution	\$439.63
Restitution (Victim)	\$36,430.51

Average Canteen Sales BI-Weekly	
Number of inmates making purchases	391
Number of items sold	1432
Dollar amount sold	\$11,844.30

FY17 HIGHLIGHTS

- The Earned Release Program (ERP) transition continues with ongoing training in Evidenced Based Practices, Core Correctional Practices, Motivational Interviewing, and Brief Intervention Tools.
- July 2016 – Staff from the Bureau of Offender Classification and Movement provided training for social workers and treatment specialists on reclassification hearings and completing the pre-hearing interview.
- August 2016 – CVCTF staff participated in a school supply drive to benefit the Chippewa Falls School District.
- September 2016 – Suicide Prevention week was recognized with training and resources. CVCTF began offering a Domestic Violence Program for inmates in ERP that uses cognitive behavioral interventions.
- November 2016 – The software used to track inmate trust accounts was transitioned. The Business Office staff spent a significant amount of time on data entry, as well as investigating and responding to inmate questions about account balances and deductions.
- December 2016 – The Employee Services Committee sponsored a silent auction, which raised \$653 for the Feed My People Food Bank. Staff also purchased gifts which were distributed by the Family Support Center and donated hats and mittens to be distributed by local schools.
- February 2017 – CVCTF joined nearby institutions to participate in the Polar Plunge held in Altoona, WI. The combined team raised \$1,947 to help the Special Olympic athletes.



GENERAL INFORMATION

Chippewa Valley Correctional Treatment Facility was originally constructed as part of the then Northern Colony (later Northern Wisconsin Center for the Developmentally Disabled). Originally the building was named Highview Hall and was dedicated on November 13, 1966. In 1999, WI Act 9 authorized the spending of \$7.3 million to convert the Highview building to a geriatric correctional facility. The 2003-2005 biennial budget called for a mission change and plans for Highview were changed to an AODA treatment facility. In March of 2004, it was renamed Chippewa Valley Correctional Treatment Facility (CVCTF).

The programs offered at CVCTF have changed and evolved throughout its history as a substance use disorder treatment facility. The 26-week Earned Release Program was added to the programs offered at CVCTF in December of 2007. Earned Release Program groups starting in June of 2015 began using a redesigned 20-week curriculum. In November of 2015, the decision was made to no longer provide the AODA Residential treatment program at CVCTF in order to expand ERP capacity.

EARNED RELEASE PROGRAM (ERP)

The Earned Release Program at CVCTF has been through a program redesign with the support and direction of the Office of Program Services. CVCTF provides a 20-week Earned Release Program for inmates that are high or moderate risk level, based on the results of the inmate's COMPAS assessment. With this redesign, inmates in ERP are enrolled in Cognitive Behavioral Interventions for Substance Abuse (CBI-SA) and Thinking for a Change (T4C). Additional treatment groups are assigned based on each participant's individual assessment. This 20-week program is facilitated by AODA Social Workers and Treatment Specialists, with ten inmates in each group.

Cognitive Behavioral Interventions - Substance Abuse is a program that uses a cognitive behavioral approach to teach strategies for avoiding substance abuse. Skill building activities are used to assist with cognitive, social, emotional, and coping skill development.

Thinking for a Change - This National Institute of Corrections program uses a cognitive behavioral change program for offenders. It has 25 lessons that include cognitive restructuring, social skills development, and development of problem solving skills.

Anger Management for Substance Abuse and Mental Health Clients uses a Cognitive Behavioral Therapy approach that utilizes relaxation, cognitive and communication skills interventions.

The Employability curriculum is designed to provide information and skills that will be helpful in obtaining and maintaining employment upon reentry into the community.

The Epictetus Program helps inmates break free of criminal thinking. The program focuses on the teaching of Greek philosopher Epictetus.

Domestic Violence is a program that incorporates elements of Thinking for a Change and is co-facilitated by a male and a female social worker.

Pre-Treatment is designed as an orientation to programs provided by CVCTF. It provides an introduction to the cognitive-behavioral model, listening skills, and goal setting.

PROGRAM ENROLLMENT AND COMPLETIONS

	FY16 Enrollment	FY16 Completions	FY17 Enrollment	FY17 Completions
Earned Release Program (T4C & CBI-SA)	757	465	813	562
Anger Management	194	152	88	109
Domestic Violence	0	0	38	29
Employability	139	103	196	188
Epictetus	203	155	213	209
General Social Skills	335	293	381	362
Pre-Treatment	75	75	115	115

Due to the length of the Earned Release Program (ERP), inmates may not complete program in the same fiscal year that they enroll. As of July 1, 2017, there were 24 ERP groups in progress with a total of 242 inmates participating.

ERP Community Service - As part of the Earned Release Program, inmates assist with community service projects. The projects include a wide range of duties working with non-profit organizations. This allows the inmates a chance to give back to the community while they are still incarcerated.

A few of the community organizations that CVCTF inmates assisted are:

- McDonnell High School – Painting and moving furniture
- Chippewa County Housing Authority – Cleaning, painting, yard work
- Building Hope – Sorting donations and assisting with salvaging doors, ceiling tiles, trim work
- City of Bloomer – Putting up holiday lights in the park
- Irvine Park – Cleaning and racking animal cages
- Veteran’s Assistance Program – Organizing donation in storage shed
- Jim Falls Sturgeon Fest – Putting up fencing and setting up for the Labor Day Weekend Festival as well as helping tear down and clean up
- Adopt a Highway – Picking up garbage
- Chippewa Valley Railroad – Painting, cleaning and helping repair the tracks
- Chippewa Youth Hockey Rink – General cleaning
- Irvine Park – Setting up holiday light displays
- Spring Fest, Northern Wisconsin State Fairground – Setting up and taking down tents
- The Past Passed Here – Setting up and taking down tents
- Bloomer Cemetery – Picking up brush and weed whacking

PROGRAM RELATED ACTIVITIES

CVCTF staff and inmates recognize National Crime Victims’ Rights week in April, Recovery month in September, Domestic Violence Awareness Month in October, and the Great American Smoke Out in November. CVCTF participates in activities such as Silent Walk, Recovery Olympics, and hosting guest speakers. Yoga and meditation groups are offered to inmates on a weekly basis to assist with developing healthy coping skills. Inmates can attend weekly Alcoholic Anonymous and Narcotics Anonymous meetings which are led on-site by community volunteers.

The Courage to Stay Tobacco Free is a group facilitated by trained staff. In FY17, 38 inmates enrolled and 29 completed the 6-week program.

Inmate Fundraisers

- ❖ October 2016 – Inmates participated in a Run for a Reason 5k/10k to raise funds for Special Olympics.
- ❖ December 2016 - Inmates donated to support the Toys for Tots program. Proceeds from ongoing pizza fundraisers were paired with the inmate donations for a total of \$378.
- ❖ May 2017 – Inmates purchased sandwiches and participated in a track and field fundraiser to support the Boys and Girls Club of the greater Chippewa Valley.

STAFFING AND DEPARTMENTS

Warden's Office Warden (1) Deputy Warden (1) Secretary – Confidential (1) Institution Complaint Examiner (1) Security Captains (5) – includes (1) Admin. Captain Lieutenants (3) – includes (1) Admin. Lt. Program Assistant – Confidential (1) Sergeants (28) Officers (54) Management Services Correctional Management Services Director (1) Office Operations Associate (1) Financial Program Supervisor (1) Financial Specialist - Senior (2) Financial Specialist (1) Buildings & Grounds Superintendent (1) Facilities Repair Worker – Adv. (1) Facilities Maintenance Specialist – Advanced (2) Electronics Technician Security-Senior – (1) HVAC/ Refrigeration Specialist – Advanced (1) Food Service Administrator (1) Corrections Food Service Leader 3 (1) Corrections Food Service Leader 2 (4.5)	Human Resources Human Resources Director (1) Payroll & Benefits Specialist-Confidential (1) Psychological Services Unit Psychologist Supervisor (1) Psychologist-Licensed (1) Health Services Unit Nursing Supervisor (1) Medical Program Assistant-Associate (1) Nurse Clinician 2 (3.70) Misc. staff employed by the Bureau of Health Services (i.e. Physician, Dentist, Dental Assistant, LTE Psychiatrist, LTE Physical Therapist) Program Services Corrections Program Supervisor (3) AODA Social Workers (21) General Population Social Workers (1) Treatment Specialist 1 (11) Chaplain (1) Librarian (1) Office Operations Associate (1) Records Offender Records Supervisor (1) Sentencing Associate - Senior (1) Contracted Staff Teacher (1)
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INTERNSHIP

CVCTF has worked closely with the area colleges and technical colleges to offer student internships in various areas. As a treatment facility, the emphasis has been in the field of AODA. CVCTF offers clinical AODA internships as well as Social Work internships that provide orientation and exposure to correctional methodology with a focus on the 12 core functions as they apply to treatment modalities, social work practice and ethical responsibility with hands-on experience in a treatment setting under staff supervision.

VOLUNTEERS

Volunteers play an important role in helping provide opportunities and resources to the inmate population. Volunteers complete an orientation process prior to working with inmates.

CVCTF has volunteers in the following areas: Chapel, Programs, Reentry, and Education.

CHAPEL

In FY17, the Chapel offered several different services, studies and activities in the Chapel for inmates with Catholic, Eastern Religion, Islamic, Jewish, Native American, Pagan, Humanist/Atheist/Agnostic, and Protestant religious beliefs. The Chapel continues to receive donations which contribute to the growing religious media center and library. These donations are a great asset to the institution. The Chapel has two inmate clerks who assist the Chaplain, as well as both inmate and community volunteers. Volunteers are one of the Chapel's most valuable assets, and CVCTF has around forty active Chapel Volunteers.

CVCTF's religious programming continues to offer Annual Religious Celebratory Meals /Observances to the recognized religious groups. As an example, inmates may participate in fasts such as Ramadan or Yom Kippur, as well as celebratory meals such as Ghost Feast, Samhain, Eid-Al-Fitr, or Passover.

In 2016, the Chapel facilitated inmates' participation in The Prison Fellowship Angel Tree Program and The Salvation Army Christmas toy projects. Each of these organizations allows incarcerated fathers to provide free gifts for their children at no charge. The Chapel also provides greeting cards to inmates, for the purpose of encouraging pro-social communication with their family and community members.

SECURITY

The mission of the Security Department is to protect the public, staff, inmates, and property of Chippewa Valley Correctional Treatment Facility. Security, in coordination with programming staff, is responsible for scheduling volunteer work crews for non-profit community organizations. CVCTF Security personnel are responsible for the day to day operation of the facility to include: Inmate housing and living conditions, movement and transportation of inmates, receiving and processing of inmate mail and property, supervising inmate work details, scheduling and supervision of community service projects, coordinating with program staff to assist inmates in obtaining necessary documentation: such as driver's license, social security cards, birth certificates, and handling any medical or security emergencies.

	Conduct Reports	Appeals
Major	147	7
Minor	310	10

RECORDS

The CVCTF Records Office has two staff members, an Offender Records Supervisor and a Sentencing Associate - Senior, that are responsible for all aspects of an institution Records Office. The CVCTF Records Office is also responsible for reviewing inmates for proper placement in ERP as well as preparing, mailing, and tracking the ERP documents that are sent to the Court. The sentencing court is notified when an inmate completes ERP, at which time the sentence is modified to allow release on extended supervision. Once CVCTF receives the signed amended Judgement of Conviction, the Records Office coordinates the release of the inmate within 6 business days.

- 631 Inmate Transfers In
- 33 Inmate Transfers Out
- 520 Inmate Releases due to ERP completion

BUSINESS OFFICE

The Business Office provides services to both staff and inmates. These services include inmate accounts, inmate payroll, accounts payable, accounts receivable, travel reimbursement, procurement, fiscal duties, and support for the warehouse and canteen. In addition to the above services, the Business Office also coordinates various inmate sales including: Pizza Sales, Girl Scout Cookies, and Holiday Food Packages.

FOOD SERVICE

Food Service at CVCTF operates from 5:30 a.m. – 7:30 p.m. daily. Food and supplies are delivered to CVCTF on a weekly basis from our contracted vendors. Bread products are purchased from the state bakery contract, and desserts are made fresh daily, in-house. Wisconsin DOC consolidated menus are utilized to facilitate cost savings associated with volume food purchasing, and to meet the nutritional requirements of the inmates we serve.

Meal service is provided from a centralized tray-line in the main kitchen. Approximately 500 meals are set up in 40 minutes three times daily. Individual meal trays are distributed in unit serveries on each living unit wing.

In the past year, CVCTF food service provided 546,379 meals, at an average cost of \$0.95 per meal. The food service operation at CVCTF is staffed by one food service administrator, 5 full-time correctional food service leaders, 1 half- time food service leader, and 47 inmate workers.

Food service inmate workers are trained in the skills necessary to obtain gainful food service employment upon release. Additionally, inmate workers are encouraged to become ServSafe® Certified through the National Restaurant Association. Three inmates were certified in ServSafe® in FY17.

The Garden Project continues as a joint effort with between Buildings and Grounds and Food Service. The 2016 Final Garden Yield was 8029 pounds. The fresh vegetables are popular with inmates.



Approximate food cost savings	\$ 5,198
Cost of plants, seeds, fertilizer, and starter soil	<u>\$ 342</u>
Approximate net savings	<u>\$ 4,856</u>

MAINTENANCE

The Maintenance Department consists of six maintenance staff and up to twenty-two inmate worker positions. These inmate workers assist maintenance staff with completing repair work orders. Under the supervision of maintenance staff, they also perform carpentry, plumbing and electrical repairs as well as preventative maintenance on grounds-keeping and recreational equipment.

HEALTH SERVICES UNIT

The Health Services Unit at CVCTF is primarily an outpatient treatment clinic, which treats both acute and chronically ill inmates. Treatment is available from 6:00 a.m. until 8:00 p.m., Monday through Friday. After hours and weekend on-call coverage is provided by the nursing staff. The Health Services Unit has a half-time physician, one part-time, and three full-time registered nurses. Support services are provided by a full-time medical program assistant. The dental services consist of a half-time dentist, a half-time dental assistant, and a part-time dental hygienist. Additional ancillary providers include an LTE physical therapist and psychiatrist. The health services unit is managed by a full-time Health Services Unit Manager.

PSYCHOLOGICAL SERVICES UNIT (PSU)

In addition, the Psychological Services department is housed within the Health Services Unit at CVCTF and consists of a Psychologist Supervisor and a licensed psychologist. They provide assessment and treatment to male offenders who have mental health issues in addition to their AODA treatment needs. PSU has an average of 40 face to face contacts a week. PSU staff also provides staff consultation and training on an as needed basis.

LIBRARY

The CVCTF Library serves approximately 550 inmates and staff, and is open Monday through Friday, with evening hours on Thursdays. In FY17, 772 items, including magazines, books and audio-visual materials, were added to the collection, 649 items were withdrawn, giving a total collection of 12,043 items. 628 new library users were added and 616 users were deleted, leaving 508 current inmate users. There were 14,459 visits to the library by inmates, 19,844 items circulated; 2938 photocopies were made for inmates during this time.

CVCTF started providing Inter-Library Loan services in the fall of 2014. In FY17, there were 1056 items requested, 1030 items received, and 228 items sent out to other libraries.

Three computers in the library allow the inmates to access LexisNexis and the court websites on the Offender Technological Integrated Services (OTIS) network, and two computers are still connected to the Education Network (EdNet) for word processing and access to the JobCenter website. In FY17, 614 EdNet accounts were created or transferred and 572 were deleted due to releases and transfers, leaving 470 active accounts at the end of June.

COMPUTER LAB/EDUCATION

The CVCTF Computer Lab is a resource available to all inmates with two primary functions: computer access and educational support. The Computer Lab provides the inmates with sixteen computers to use; nine of these are RACHEL computers, which are kiosk computers that any inmate can access with a touch of the mouse. There are eleven educational programs at this time, ranging from classic novels to Wikipedia to study materials for the GED and beyond. There are seven EdNet computers which can be used for word processing, five can be used to access Job Center the other two have access to CareerScope® and Greg's Keyboarding. 226 inmates completed the CareerScope® program in FY17. There were 4,384 visits to the Computer Lab by inmates.

The Librarian is the Chief Examiner for GED testing. In FY17, 76 predictor tests, three Tests of Adult Basic Education (TABE) and continuing education exams, and 163 official GED and HSED tests were proctored by the Librarian and contract teachers at CVCTF in the Library and Computer Lab, to a total of 62 students. Of those students, four completed their GED and thirteen completed their HSED requirements for graduation.

Three sets of Common Core/GED books and 3 sets of booklets-1 Science and 2 Math were added to assist inmates with their GED studies.

INMATE COMPLAINTS

The Inmate Complaint Review System offers inmates a method of having their grievances known and investigated in a formal and confidential manner. Wisconsin Administrative Code 310 dictates the structure and process for this system. The Institution Complaint Examiner (ICE), under the supervision of the Warden, investigates a wide range of issues which affect institution environment.

Litigation which is filed against the institution or Department of Corrections staff is handled by the ICE at CVCTF. The Complaint Examiner responds to court orders in conjunction with the Office of Legal Counsel, WI Department of Justice, and the Attorney General Brad D. Schimel.

CVCTF has one full - time Institution Complaint Examiner.

The CVCTF Complaint Department processed 349 complaint submissions during Fiscal Year 2017:

- 130 complaints accepted and assigned a number
- 219 submissions returned in accordance with DOC 310
- Total monetary reimbursements this fiscal year: \$125.28

Summary of Complaints Answered	
Complaints Affirmed	12
Complaints Dismissed	77
Complaints Rejected	41

INSTITUTION COORDINATORS

Institution Primary Phone Number **715-720-2850**

Americans with Disabilities Act (ADA) - Chippewa Valley Correctional Treatment Facility is committed to assuring compliance with the Americans with Disabilities Act and has been identified as a handicap accessible facility.

Kimberly Richardson, Institution Complaint Examiner
Marci Wittek, Correctional Management Services Director

Limited English Proficiency (LEP) - The Wisconsin Department of Corrections' Executive Directive 71 requires it to take reasonable steps to meet the needs of offenders whose primary language is not English.

Allison Hagen, Treatment Specialist

Correctional Offender Management Profiling for Alternative Sanctions (COMPAS) - COMPAS is an actuarial assessment tool being used with other evidence based practices with the goal of reducing recidivism.

Aaron Heitman, Social Worker

Prison Rape Elimination Act (PREA) - The Federal Prison Rape Elimination Act (PREA) of 2003 was enacted to address the problem of sexual abuse and assault in correctional facilities.

Jason Wunderlich, Administrative Captain
Marci Wittek, Correctional Management Services Director

ACRONYMS

ADA – Americans with Disabilities Act

AODA – Alcohol and Other Drug Abuse

CBI-EMP – Cognitive Behavioral Interventions for Offenders Seeking Employment

CBI-SA – Cognitive Based Interventions for Substance Abuse

COMPAS – Correctional Offender Management Profiling for Alternative Sanctions

CVCTF – Chippewa Valley Correctional Treatment Facility

DAI – Division of Adult Institutions

DNA – Deoxyribonucleic acid

DOC – Department of Corrections

EdNet – Education Network

ERP – Earned Release Program

FAFSA – Free Application for Federal Student Aid

FY17 – Fiscal Year 2017

GED – General Equivalency Diploma

HSED – High School Equivalency Diploma

HVAC – Heating, Ventilation and Air Conditioning

ICE – Institution Complaint Examiner

LEP – Limited English Proficiency

LTE – Limited Term Employment

PREA – Prison Rape Elimination Act

RACHEL – Remote Area Community Hotspot for Education and Learning

TABE – Test of Adult Basic Education

T4C – Thinking for a Change

WI – Wisconsin